

Subject: Escalation of Vendor Supply Disruption

Date: [Insert Date]

To: [Vendor Name]

From: [Your Name]
[Your Position]
[Your Company]
[Your Contact Information]

Dear [Vendor Contact Name],

I hope this message finds you well. I am writing to formally escalate the ongoing supply disruptions that we have been experiencing with your company. Despite our previous communications and the understanding that these issues would be resolved, we continue to face significant delays and inconsistencies in our supply chain.

The recurring nature of these disruptions has begun to impact our operations and customer commitments, resulting in potential financial repercussions. Specifically, we have noticed the following:

- Delayed shipments of [specific products]
- Missing orders from [dates or order numbers]
- Inconsistent communication regarding order status

Given the severity of these issues, I would appreciate an immediate response outlining the steps you plan to take to rectify the situation. We value our partnership with your team and would like to continue working together, but we need assurance that the necessary changes will be implemented promptly.

Thank you for your attention to this urgent matter. I look forward to your prompt reply.

Sincerely,

[Your Name]
[Your Position]
[Your Company]